



SOLICITATION NUMBER: 7261122R10006
ISSUANCE DATE: June 28, 2022
CLOSING DATE/TIME: July 24, 2022 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

United States Agency for International Development (USAID)
Embassy of The United States of America
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
P O Box 32481
Lusaka, Zambia

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 7261122R10006
- 2. ISSUANCE DATE:** June 28, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** July 24, 2022; 23:59 pm Lusaka
- 4. POINT OF CONTACT:** Summer Tucker, e-mail at EXOZambiaHR@usaid.gov
- 5. POSITION TITLE:** Senior Technical Advisor - Northern Province
- 6. SALARY/MARKET VALUE:** FSN-11 equivalent to ZMW 566,438.91 – ZMW 893,414.34 per year
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration
- 8. PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS/APPLICANTS:** Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Public Trust

II. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

This position is located in the USAID/Zambia Provincial Health Office in Northern Province. The Senior Technical Advisor oversees the technical and managerial functions of the office. The provincial office will comprise a total of four (4) individuals, including a Technical Advisor, Monitoring and Evaluation Advisor, and an Administrative Assistant/ Chauffeur.

The Senior Technical Advisor will serve as the main U.S. Government liaison to the Government of the Republic of Zambia (GRZ) and other key stakeholders in the province. The Provincial Medical Officer (PMO) and the District Community Medical Officers (DCMOs) will be the core GRZ contacts for the Advisor. The incumbent will also support technical leadership and coordination with the Clinical Care and the Communicable Diseases sections within the Provincial Health Office (PHO). In addition, s/he will organize and lead quarterly coordination meetings with the GRZ and U.S. Government partners to ensure collaboration of activities to minimize overlap and to convey USAID and PEPFAR priorities for programming. The Advisor will extend this support to priority districts within Northern province.

Under the direction of the Decentralized Services Division Chief and the Health Office Chief, the Senior Health Advisor will communicate key USAID/U.S. policies and requirements to the districts and province, and will communicate back to the Health Office the key challenges and successes.

The incumbent will oversee and coordinate government-to-government (G2G) activities within the province. S/he will work at a senior level in a high-priority program, possessing significant technical knowledge, in-depth proven track record of positively influencing G2G collaboration, and an ability to function independently in a highly demanding, frequently changing environment.

The Senior Technical Advisor will report to the Decentralized Services Division Chief. Because of the close collaboration with the PHO to better integrate the USAID-supported activities into the other provincial health activities, the Advisor will also report on the integrated work plan to the PMO.

The position will include extensive travel within the three provinces (approximately 35% of the time), meeting with the DCMOs and other leadership on project coordination and other issues.

Statement of Duties to be Performed:

Supervision, Oversight and Technical Leadership

- Serve as the technical lead for the provincial office, functionally overseeing all health programming under the general direction of the Decentralized Services Division Chief.
- Supervise three FSN hires. Carry out various functions including administrative, staff development, and coordination responsibilities.
- Provide expert technical guidance on HIV and other health issues to implementing partners and government counterparts within the provinces supported.
- Work with other Health technical staff to ensure that strategies, interventions, and implementation approaches form a coherent and holistic response to the needs of the health system in Zambia, particularly to support priority health and HIV/AIDS programs as identified in USAID/Zambia's Operational Plans and based on commitments made to the GRZ.
- Working with the Decentralized Services Division Chief, identify technical assistance expertise required for field activities, assist in preparing scopes of work, identifying appropriate consultants, and reviewing findings to target follow up interventions.
- Contribute to the health and HIV/AIDS components of the Mission's annual reports. Coordinate periodic updates on the health needs at the regional level, and prepare briefing documents as required.
- Provide technical and programmatic guidance to implementing partners on linking HIV/AIDS activities with maternal and child health, family planning and reproductive health, and other Mission activities.

Activity Management

- Serve as technical representative for the Agreement Officer/Contracting Officer or an activity manager for specific G2G activities, providing day-to-day oversight, as well as strategic and technical input and direction on annual work plans and performance monitoring plans. Verify the completion of milestones.
- Review financial and performance reports to ensure that partner(s) are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and contract/agreement(s) with USAID.
- Ensure compliance with PEPFAR, Global Health Initiative (GHI), USAID regulations and host government agreements as they relate to the specific mechanisms managed. Maintain specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS).

Developing Linkages and Coordination

- Work with the Clinical Care, Communicable Diseases, and other Specialists within the PHO to ensure USAID-supported activities are implemented in line with national strategies for the delivery of quality healthcare within the province.
- In collaboration with the Decentralized Services Division Chief and Health Office Director, organize and lead quarterly meetings with GRZ and USG partners to track activity implementation and ensure collaboration of activities and minimize overlap.
- Actively participate in PHO technical and planning meetings to ensure alignment and harmonization of USAID-supported activities with the GRZ mandate.
- Serve as the main link between the Lusaka office and the PHO, District Health Office and other health institutions in the province.
- Catalyze linkages with other development partners implementing HIV/AIDS and health activities (reproductive health, maternal health and child survival, malaria, and tuberculosis) in the province. Recommend potential streamlining when appropriate.

Monitoring and Evaluation

- In collaboration with the Health M&E Team and AOR/CORs, conduct field visits to monitor the activities of implementing partners within the province; track progress against program descriptions, implementation plans and annual work plans.
- Conduct site improvement through monitoring systems (SIMS) visits to monitor capacity at facility, community and above-site levels to provide high-quality HIV/AIDS services in all program areas.
- Perform other duties as assigned by the Health Office Chief or Decentralized Services Division Chief.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: A Master's degree in a relevant discipline such as international development, public health, health care management or other field related.

B. Prior Work Experience: At least seven years of progressively responsible experience managing and implementing public health programs in developing countries, with an emphasis on health systems strengthening is required. At least three years of supervisory experience. Demonstrated experience working with developing country program managers, policy-makers and a broad array of health service providers and community leaders. Demonstrated experience working in programs that support HIV/AIDS, maternal child health, and related programs.

C. Post Entry Training: The Job holder will need COR/AOR training. Through on-the-job training (formal, informal and self-taught), the Senior Technical Advisor will become familiar with USAID systems and requirements of the overall Health portfolio. S/he will obtain a clear understanding of USAID, PEPFAR, PMI, Saving Mothers, Giving Life, GHI, Feed the Future and other health initiative policies, procedures and regulations, including the Automated Directives System, Mission Orders, and the annual planning and reporting databases. Training in USAID implementation, auditing and financial management will be provided as needed.

D. Language Proficiency: Level IV (fluent) written and oral English proficiency is required. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

E. Job Knowledge: Strong technical knowledge of HIV/AIDS, maternal/child health and public health service delivery programs and systems in Zambia is required. Knowledge of reproductive health/family planning, malaria, tuberculosis, is also required.

F. Skills and Abilities: 1) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 2) Demonstrated positive and productive teaming abilities are absolutely critical; must be able to get along with others and help elevate and empower those around. 3) Experience supervising or leading teams of professionals is required. 4) Strong management and analytical skills are required to strategize, develop and implement effective USAID-supported Health programs; and strong financial management and administrative skills used to track the performance of implementing partners. 5) Demonstrated ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 6) Demonstrated ability to organize and present information and to draft clear, concise documents. 7) Excellent computer skills, including ease in using database, word processing, spreadsheet and presentation software applications, and e-mail.

G. Supervision Received: Work will be performed under the general supervision of the Decentralized Services Division Chief of the Health Office USAID/Zambia. Performance is evaluated annually with regard to progress toward objectives.

H. Supervision Exercised: Will exercise direct supervision over three professional staff to achieve the goals of the provincial health programs.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Evaluation Factors (40 points)

- Work Experience: 10 points
- Knowledge: 10 points
- Skills and Abilities: 20 points

Interview Performance (40 points)

Writing Evaluation (20 points)

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference Checks: The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. USAID Zambia reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER/APPLICATION

- I. Eligible Offerors/Applicants are required to complete and submit:
 - i. A formal Offer/application letter or cover letter.
 - ii. A current CV.
 - iii. Copy of all degrees.
 - iv. A fully complete application form [AID 309-2](#) (Offeror Information for Personal Services Contracts with Individuals), available online at https://www.usaid.gov/sites/default/files/documents/FORM_AID_309-2_OMB_corrected_1.pdf
 - v. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror/Applications submissions must clearly reference the Solicitation number in the subject line of the email and submitted documents. Submit your offer/application materials to: exozambiahr@usaid.gov

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
A PSC is normally authorized benefits in accordance with the Local Compensation Plan.
2. **ALLOWANCES** (as applicable):
A PSC is normally authorized allowances in accordance with the Local Compensation Plan.

VI. TAXES

A PSC is responsible for calculating and paying local income taxes. USAID/Zambia does not withhold or make local income tax payments.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page** form **AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--